



# Town of Minot

329 Woodman Hill Rd.  
Minot, ME 04258  
207-345-3305  
[www.minotme.org](http://www.minotme.org)

Board of Selectmen Meeting

Minot Town Office

Monday, December 9<sup>th</sup>, 2024

6:30 pm

Minutes\*

## REGULAR MEETING

**Selectmen:** Chair Daniel Gilpatric, Vice Chair Lisa Cesare, Matthew Callahan, William Perry, and Brittany Hemond  
**Staff:** Danielle Loring (Administrator) and Sara Farris (Clerk & Recording Secretary)  
**Public:** None

### 1. Call to Order

Chair Gilpatric called the meeting to order at 6:30pm and a quorum was present.

### 2. Pledge of Allegiance

Recited

### 3. Approval of Minutes

#### a. Monday, November 25<sup>th</sup>, 2024 – Regular Meeting

**Motion:** Lisa Cesare made a motion to approve the meeting minutes from November 25<sup>th</sup>, 2024 as written; second by Brittany Hemond.

**Discussion:** None

**Vote:** Unanimous Approval (5/0)

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#### **4. Warrants**

##### **a. Payroll Expense Warrant**

##### **b. Treasurer's Warrant**

Motion: Matthew Callahan motioned to accept the Payroll Expense Warrant in the amount of \$30,118.20 and the Treasurer's Warrant in the amount of \$55,347.95; second by Brittany Hemond.

Discussion: None

Vote: Unanimous Approval (5/0)

Chair Gilpatric moved items **7 Department Head Updates** and **8 Town Administrator's Report** up in the meeting.

#### **7. Department Head Updates**

##### **a. Clerks Report submitted and read by Clerk Sara Farris**

*See attached report for more information.*

- 67% of the 2024 taxes have been paid. They are due on 12/16/2024
- 45-Day Notices for unpaid 2022 taxes will be mailed out 12/11/2024
- Excise tax is up \$18,238.19 already for our end of year amount.

##### **b. Highway Report Submitted by Highway Supervisor Scott Parker and read by Administrator Danielle Loring.**

*See attached report for more information.*

- Pest mitigation was completed at the Memorial Field's Snack Shack. The wasp's nest was also removed.

##### **c. Fire Department Report Submitted by Chief Jeffrey Burt and read by Administrator Danielle Loring**

*See attached report for more information.*

- Chief Burt is working on a FEMA grant for equipment,
- 2 Members will be attending EMT training.

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## **8. Town Administrator's Report Presented by Danielle Loring**

- Danielle informed the Selectmen that the town is now a tier 3 from a tier 1 for BLS standards after the inspection on December 3<sup>rd</sup>. Staff worked hard to get ready for the inspection and will continue to work towards creating policies and plans for the final inspection. In 2016 the town had 48 violations and Danielle revisited them with staff to correct them for this inspection. Danielle explained that all staff must take training classes pertinent to their departments. Office staff can take online classes, but the Highway and Fire Departments must attend more hands-on training.
- Danielle is working on scheduling a Safety Committee meeting with the Department Heads to discuss the feedback from the BLS inspection.
- Danielle stated that the Budget Committee will meet to make their recommendations on the FY 2025 budget on Thursday, December 12 at 2 pm. Lisa Cesare had some questions regarding the carry forward accounts and accounts with funds left over from FY 2024.
  - Common Roads – The Highway is still using funds from Common Roads, and they do that for as long as possible.
  - Paving – A carry forward will need to be created for paving and it will be used for the Marston Hill Road project and crack sealing.
  - Elections – The elections account has funds remaining because the RSU reimbursed the Town for their budget elections/ meetings. The excess will hit the undesignated fund balance.
  - Broadband – The funds in the broadband carry forward will hit the undesignated fund balance as the Town is now, or soon will be with Spectrum taking over the remaining parts of town, 100% covered with high-speed internet.
  - Overlay – The remaining overlay will hit the undesignated fund balance.

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## **5. New Business**

### **a. Consideration of Approval of 2025 Annual Appointments**

Sara Farris provided the Selectmen with a list of the required appointments and the appointment paperwork to sign.

#### Danielle Loring

Motion: Lisa Cesare made a motion to appoint Danielle Loring as Town Administrator, Treasurer, Road Commissioner, Cemetery Designee, Constable, Deputy Clerk, Deputy Tax Collector, Director of EMA, General Assistance Director, Health Officer, MMWAC Board Member, and Pole Permit Designee; second by Brittany Hemond.

Discussion: None

Vote: Unanimous Approval (5/0)

#### Sara Farris

Motion: Lisa Cesare made a motion to appoint Sara Farris as the Town Clerk, Tax Collector, Voter Registrar, Deputy Treasurer, Constable, and Freedom of Access Officer; second by Brittany Hemond.

Discussion: None

Vote: Unanimous Approval (5/0)

#### Scott McElravy

Motion: Lisa Cesare made a motion to appoint Scott McElravy as Code Enforcement Officer (CEO), Plumbing Inspector (LPI), and Addressing Officer; second by Brittany Hemond.

Discussion: None

Vote: Unanimous Approval (5/0)

#### Alternate CEO & LPI

Motion: Lisa Cesare made a motion to appoint Christopher Summers as Alternate Code Enforcement Officers and Alternate Plumbing Inspectors; second by Brittany Hemond.

Discussion: None

Vote: Unanimous Approval (5/0)

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### Alexandria Richardson

Motion: Lisa Cesare made a motion to appoint Alexandria Richardson as Deputy Clerk, Deputy Tax Collector, Deputy Voter Registrar, and Deputy Addressing Officer; second by Brittany Hemond.

Discussion: None

Vote: Unanimous Approval (5/0)

### Jordan De Vito

Motion: Lisa Cesare made a motion to appoint Jordan De Vito as Deputy Clerk, Deputy Tax Collector, and Deputy Voter Registrar, and Deputy General Assistance Director; second by Brittany Hemond.

Discussion: None

Vote: Unanimous Approval (5/0)

### Jeffrey Burt

Motion: Lisa Cesare made a motion to appoint Jeffrey Burt as Minot's Fire/Rescue Chief; second by Brittany Hemond.

Discussion: None

Vote: Unanimous Approval (5/0)

### Animal Control Officer

Motion: Lisa Cesare made a motion to appoint Robert Larrabee as the Animal Control Officer; second by William Perry.

Discussion: None

Vote: Unanimous Approval (5/0)

### Board Of Appeals

Motion: Lisa Cesare made a motion to appoint Scott Stuart as a Board of Appeals member for a 3-year term ending 12/31/2027; second by Brittany Hemond.

Discussion: None

Vote: Unanimous Approval (5/0)

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### Deputy Health Officer

Motion: Lisa Cesare made a motion to appoint Brittany Hemond as the Deputy Health Officer; second by William Perry.

Discussion: None

Vote: Unanimous Approval (4/0/1 Brittany abstained)

### General Assistance Fair Hearing Authority

Motion: Lisa Cesare made a motion to appoint Matthew Garside as the General Assistance Fair Hearing Authority; second by Brittany Hemond.

Discussion: None

Vote: Unanimous Approval (5/0)

Lisa Cesare requested that appointments be created for Nicole Rancourt and herself as they are board members for Auburn Public Library. Sara said she would have them for the next meeting.

## **6. Old Business**

### **a. Review and Decision of Final Planning Board Bylaws**

Sara provided the Selectmen with a draft of the Planning Board Bylaws. The Selectmen were fine with the changes made and no vote was required.

## **9. Selectmen Comment**

There was some discussion regarding pending legal matters that were previously discussed in executive sessions. No Public was present for these discussions.

## **10. Public Comment**

None

## **11. Next Meeting Dates**

### **a. Monday, December 23<sup>rd</sup>, 2024 – Regular Meeting**

Date acknowledged.

Danielle reminded the Board that the Office will close at noon December 31<sup>st</sup> to do end of year reporting and that the Selectmen will have to come sign the final Warrant. Danielle or Sara will text/ call them when it is ready.

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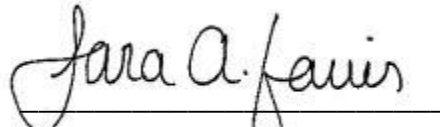
## 12. Adjournment

Motion: Matthew Callahan made the motion to adjourn at 6:57 pm; second by William Perry.

Discussion: None

Vote: Unanimous Approval (5/0)

The board adjourned at 6:57 pm.

  
Sara A. Farris – Clerk  
Recording Secretary

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Daniel Gilpatric – Chair

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Matthew Callahan

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Lisa Cesare – Vice Chair

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William Perry

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Brittany Hemond

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